



AMERICAN EMBASSY



SUPPLY CLERK (TEMPORARY: 6 MONTHS)

As our new Supply Clerk you will be responsible for the automated inventory control program. You will also assist the Supply Assistant/ Expendables Storekeeper in day-to-day operations of the mission's expendable supply unit.

Are you fluent in English? (English will be tested). Do you have a good knowledge of identifying supply items and record keeping?. Then you may be the person we're looking for!

Please send us your detailed CV along with a separate sheet of paper containing the following questions and your responses:

1.Position Title, 2. First, Middle, & Last Names as well as any other names used, 3. Current Address, and Day, Evening, and Cell phone numbers, 4. E-mail address, 5. National Identity Card Number, 6. List any relatives or members of your household that work for the U.S. Government (Name, Relationship, Position, Location), 7. Are you between ages 18-60? (Y/N), 8.Have you completed GCE (O/L)? (Y/N, if 'Y', Results and Year of Examination), 9. Do you have two years' experience in the warehouse or supply field? (Y/N – If 'Y' state employer, position title, years /months of employment in each position & summary of duties), and 10. Your current monthly take-home salary.

Applications without the above separate page will not be considered.

Your take-home monthly salary will be Rs.33,856/-.

Your application should reach us on or before January 14, 2011 at: P.O. Box 106, Colombo; or Colombohr@state.gov. Please include "Supply Clerk" on the top left-hand corner of the envelope, or if you are submitting your application via email, type "Supply Clerk" in the e-mail subject line.

✓ **Only short-listed candidates will be contacted.**

The U.S. Embassy in Colombo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. It also strives to achieve equal employment opportunity in all personnel operations through continued diversity enhancement.